POLICE INFORMATION SYSTEM SPECIALIST

FLSA Code: N *Job Code: 6020*

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work managing public safety information and communications; does related work as required. Work is performed under the regular supervision of the Deputy Police Chief. Supervision is exercised over assigned personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects, and some medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating and overseeing police information and communication systems, functions and programs; troubleshooting electronic systems; coordinating department data processing procedures; preparing and maintaining files and records.

Maintains and services public safety computer aided dispatch systems;
Develops and modifies department computer programs;
Provides on-site user assistance, technical service and training for new and reassigned users;
Maintains proficiency; installs, repairs and maintains hardware and software systems; installs upgrades; conducts resource analysis;
Arranges and coordinates outside maintenance contracts;
Provides disk and data backup;
Maintains, repairs and provides technical support to telecommunications systems, equipment or personnel;
Provides administrative and clerical assistance as directed including records retention;
Ensures compliance with standard operating procedures and standards in the communications office;
Prepares specifications for the purchase of new or additional equipment;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in computer science or business administration and considerable experience in police systems and data processing work; thorough knowledge of the maintenance and operation of police information systems, laws and ordinances pertaining to document control, computerized records, hardware and systems; general knowledge of departmental programs, policies and procedures; demonstrated ability to perform a considerable volume of detailed record work, locate requested documents and to establish and maintain effective working relationships with associates and the public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.